

**Township of Crescent  
Board of Commissioners  
Workshop Meeting  
May 21, 2014**

On May 21, 2014 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:45 P.M. in the Crescent Township Municipal Building. 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

**ROLL CALL**

Those present: Commissioners: President Jerry Keller, Vice President Todd Miller,  
Commissioner Mark Schukart

Interim Secretary/Manager: Kellie Crago

**PUBLIC SAFETY**

Chief Zimmel stated new used laptops have been purchased for each cruiser. Also, the COPS grant has not been completed as of this time. The Chief noted the Township does not have an animal control contact at this time.

**EMERGENCY MANAGEMENT**

Commissioner Keller and Miller discussed about the resignation of Denny Lewis from Emergency Management and the options of replacing the coordinator's position and approaching the deputy emergency management team in the meanwhile.

**CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

Commissioner Keller reported that the Fire Department sold their building in South Heights. He also briefly discussed about the membership levels, Community Day for First Responders, the water ramp on Work/Front Street, the state grant from the Fire Commissioners office for \$10,000. Commissioner Miller noted that a radio frequency has been already established for Crescent Township. The fire department can program this into their radios.

**PUBLIC WORKS**

Commissioner Keller reported on some areas for Public Works. He discussed some plans for the near future. These included the purchase of a backhoe, sign management progress, and the option of paving alleys or small roads. There was further discussion about communication between the Foreman and employees, catch basin and park repairs, the purchase of reflective strips for Stop signs, the option of in-house grass cutting, the numbering of Township roads, the Davies Clean up on June 7 and installing bicycle grates. Ms. Crago reported that Zeke and Sons had completed the repair on the Walters Pavilion earlier in the week. There was a concern about the shingles that were missing on the Huwar Pavilion and if public works replaced them. Commissioner Miller asked about the new Public Works Foreman and if a wage had been established. The commissioners talked about what his rate of pay should be and that his benefit package should follow what is outlined in the current public works contract. There was further conversation on when there is need for discipline within public works that would be responsible for handing it down. Commissioner Schukart and Miller said the commissioners or manager would be the

ones that would handle those situations. Ms. Crago then reported that Lennon Smith had contacted Mt. Top Excavation about obtaining a quote on repairing the McCutcheon Hill seepage. The township should receive this by next week.

### **SECRETARY/MANAGER'S REPORT EMERGENCY MANAGEMENT**

Ms. Crago reported the township needs to update the Floodplain ordinance by September 26, 2014. She explained that there are stricter guidelines available if the township would chose to use them under the new ordinance. Commissioner Miller wanted to wait on making any decision on this until the township hears from the engineers and see what their recommendations are. He also wanted to see if we could send a survey to residents in the flood zone and see if they would prefer stricter guidelines. Ms. Crago stated that she did not have a list of the residents who have flood insurance but last year letters were sent to all residents in the flood areas noting they were in the new flood zone and that their home may be subjected to flood insurance changes. Ms. Crago would look into seeing if the township could obtain a list of residents that have flood insurance. Commissioner Miller wanted to hear from the residents before making a decision.

### **SECRETARY/MANAGER'S REPORT**

Ms. Crago noted she will be meeting with a company this week about possibly updating the township website. Next, she asked about the chain of command in the event of an emergency situation. There was one established back in October 2011 and may need to be updated. The commissioners discussed about how the Board did not need to know about every situation that arose and it would be up to the Chief of Police to decide when the Board should be notified. Commissioner Miller made a motion that the chain of command would start with the officer on duty notifying the Chief of Police. The Chief would then notify the Secretary/Manager. They would then decide if the Board in whole would need to be notified. If so, the Secretary/Manager would be responsible to reaching out to all of them. The motion was seconded by Commissioner Schukart. A voice vote was taken and found all commissioners in favor of the motion.

Ms. Crago talked about a training class she attended for Municipal Secretaries and Managers. She also remarked the office received a thank you note from the Todd Family regarding the flowers that were sent to the funeral home. Commissioner Keller asked about a proclamation in the event of an emergency and when one should be made. The last item Ms. Crago discussed was a pilot program Duquense Light was offering to update current street lights to the new LED lights. She provided some statistics on how many years it would take to break even. There was discussion about how the lights are brighter than the current ones throughout the township and where the new lights should be placed. Commissioner Miller wanted to see the new lights placed on McGovern Blvd. Ms. Crago would contact Duquesne Light to see where the 70 watt lights are within the township.

Commissioner Miller added he would like to add to a wish list. This would be to see the monthly meetings be held in the multi-purpose room or add on to the building, if needed. He would like a table to be set up at all times. He felt they have out grown the current room arrangements. The current space could be possibly used for more office space. Ms. Crago stated Ms. Withee will be setting up her office for a couple of weeks at the municipal building to collect school taxes.

### **OTHER ITEMS**

The only item under other items was the 2014 road program. Ms. Crago read a letter from the engineer regarding adding additional catch basins on Sautter Drive. L.S.S.E. added a cost estimate to add the two

catch basins would be approximately \$44,000. Commissioner Keller wanted to know if the road should be torn up to complete the catch basins or should the project go through the resident's yards and driveways. Discussion occurred on where water is currently pooling on Sautter. The commissioners continued discussion on paving Crescent Boulevard and Division. Commissioner Keller talked about how he felt catch basins were not needed on Division because the road was not flat, and the catch basin at the end of Division should be able to handle the water flow whenever the road becomes paved.

Commissioner Miller left the meeting at 8:47 PM.

Commissioner Keller and Schukart discussed the cost of adding catch basins on Sautter if the Public Works employees installed them. There was further talk about the roads in Wireton and the work that needs to be completed and the puddles of water on Sautter where the new pavement ends.

There was a break in the meeting at 8:56 PM.

The meeting resumed at 9:10 PM. All three (3) commissioners were present.

Commissioner Keller made a motion to advertise for the paving of the following streets for the 2014 road program: Crescent Boulevard and Division Street with no catch basins with an add alternate of Needham Street and Osborne Lane to Walnut street on Crescent Boulevard. Commissioner Schukart seconded the motion. A voice vote was taken and found all commissioners in favor of the motion. The motion passed.

#### **PUBLIC COMMENTS**

Ms. Crago announced she will be taking a leave of absence starting on June 6 with an anticipated return date of June 23 due to health reasons. She indicated she would have the packets ready before her leave. Commissioner Keller asked about how the township meeting can be run in the absence of the Secretary/Manager.

#### **COMMISSIONER COMMENTS**

Commissioner Keller thanked all those that came out to attend the meeting.

A motion to adjourn the meeting was made by Commissioner Miller and seconded by Commissioner Schukart. A voice vote was taken and found all Commissioners in favor of the motion. The meeting adjourned at 9:15 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Interim Secretary/Manager